

## **JURISDICTION, ROLE AND FUNCTIONS:**

The J&K Funds Organisation has been established for maintenance of the GP Fund accounts of the State government employees w.e.f. 01.04.86. These accounts were till that time maintained by the Accountant General J&K and only GPF accounts of class IV employees used to be maintained by 2 provincial level office of state Finance Department. The J&K Funds Organisation also maintains State Life Insurance (SLI) accounts of government employees who subscribe premium to SLI which is mandatory for Govt employees. The GPF as well as SLI subscriptions are deducted monthly from each Government employee pay bill as per rules in vogue.

The following rules and regulations are observed in the discharge of its functions:

- 1/ J&K G.P. Fund Manual
- 2/ State Insurance Fund Rules.

## **ORGANISATION:**

The jurisdiction of the GP fund Organisation extends to whole of the state of Jammu and Kashmir. The GP Fund Organisation has twenty two District level offices in addition to following offices which have come into existence in recent past

- 1) GP Fund office Police Head Quarter.
- 2) GP Fund office Zonal Police Head Quarters (Jammu and Kashmir)

### 3) G.P. Fund office Civil Secretariat J&K

The Directorate of Funds Organisation is headed at present by Director General who exercises overall Administrative and Financial powers conferred under statutory rules/ regulations.

The Directorate office moves with Darbar and is housed in Finance Complex, Muthi, in Jammu and Old Secretariat at Srinagar. The official telephone Nos are:

- i) Jammu 0191-2598724
- ii) Srinagar 0194-2474215

The Directorate of Funds Organisation is assisted by two Joint Directors at provincial level who also discharge their duties as controlling officers and monitor and supervise the working of the each District Fund Office. The District level Fund Offices are headed by Chief Accounts Officers. The Divisional Fund Offices in addition to exercising administrative and financial controls consolidate/ compile the overall in and output figures of the G.P. Fund of District Fund Offices. The Divisional Fund Offices also conduct regular audits of the fund offices in their jurisdiction.

### **RECENT ADVANCES AND FUTURE GOALS**

Earlier District Fund Offices used to maintain GP Fund accounts of subscribers manually. In 2006-07, an effort was made to computerize maintenance of G.P. Fund accounts to remove delay in consolidation of GPF accounts at state level as well as of individual ledgers of subscribers. This exercise was undertaken in consultation with NIC who developed required software and

ensured its maintenance. All the offices were provided hardware and the said application was started in the offline mode. Within a few years all fund offices were subsequently brought at par in maintenance of individual ledgers and fund accounts.

Aside from maintaining GP Fund accounts of subscribers, the J&K Funds Organisation maintain State Life Insurance (SLI) accounts of employees registered at provincial levels. The two offices of SLI at provinces serve as repository of records of all employees who are insured with SLI. The insurance slabs were also recently increased to 2 lac. The registration of insurants as well as settlement of claims are carried by these two offices. The GP Fund office in Civil Secretariat process and settle SLI cases too.

Software development of the Insurance that is offered by the state to its employees has been undertaken. It is expected to be in use soon. Hitherto it is being run on GPF software modules and manually.

An effort to bring all fund offices from offline to on line mode has been undertaken recently in consultation with NIC. In this programme all districts and other GPF entities are to be brought on line and all GPF details will be available to subscribers in World Wide Web. This will greatly facilitate GP Fund subscribers to ascertain their balances at click of the button at all times. Further it will make functioning of the funds Organisation fully transparent and facilitate GP Fund subscribers in every regard. By shifting to online application issuance of Annual Account Statements in hard form every year for ascertaining of balances will also get obviated. After shifting to online mode, launch of SMS service is also contemplated for the benefit of

subscribers so that a subscriber is intimated about his GP Fund balance at every deposit and withdrawal from the fund.

### **POWERS AND DUTIES:**

It is the preliminary duty of the Divisional Offices to see that:

- The procedure laid down in Manual is strictly adhered to by fund offices.
- The different registers and books of accounts are maintained properly and closed periodically as laid down in the manual.
- The returns and Accounts are submitted to Divisional Head office within the scheduled time.
- There is no delay in finalization of the Final Refund case and residual claims.
- There is no accumulation of papers on the tables of the officials, the reasons for such accumulation shall be probed into and necessary suggestions given for proper alignment of staff.
- A random check shall be conducted to see that ledger accounts tally with balance sheet totals and these figures in turn tally with the figures incorporated by the Compiler in consolidated balance sheet head-wise /treasury wise and communicated by him to the Divisional Head offices.
- The officer incharge exercises scrutiny of the accounts to ensure that it is not being done in an arbitrary manner.
- The nominations are kept in the safe custody.

- The objections filed by the subscriber with regard to acceptance of balances communicated by them are being attended to properly.
- The records of the schedule accounts and ledger have been maintained properly dully bound and an inventory has been prepared.
- In addition to Administrative inspection, physical verification of dead stock items shall also be undertaken and report issued highlighting excess and shortages if any noticed.
- The reconciliation of receipts and payment figures with the treasury figures has been done monthly and there is no amount of debit/ credit under Compilors objection book of the District Fund Officer.

### **DETAILS OF FACILITEIS TO CITIZENS/ SUBSCRIBERS.**

A citizen or a member of general public can seek information pursuant to J&K Right to Information rules 2004 from the incharge of the Fund office. The person seeking information has to ensure strict adherence of the provisions of prevalent Act.

Director General  
J&K Funds Organisation  
Srinagar/ Jammu.

